

POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: 03/2015
OPENING DATE: 01/16/2015
CLOSING DATE: 02/06/2015
POSITION TITLE: AUTOMOTIVE MECHANIC/CHAUFFEUR, FSN-4
SALARY RANGE: KZT 2,170,268 p.a. – KZT 2,691,058 p.a. (gross salary per year)
WHO MAY APPLY: ALL HOST COUNTRY NATIONALS
OFFICE: USAID/Central Asia (USAID/CA), Almaty, Kazakhstan

MAJOR DUTIES: Under the direct supervision of the Motor Pool Supervisor, the incumbent: 1) performs routine servicing of vehicles in accordance with an established maintenance plan; 2) personally performs vehicles' major and minor tune-ups/overhauls and preventive maintenance with proper tools and equipment in accordance with prescribed procedures; 3) keeps current Vehicle Maintenance History File; 4) maintains records on spare parts and alerts supervisor, in writing, when spare parts need to be ordered in enough lead time to allow for off-shore procurement where cost savings would be realized; 5) drives official vehicle, follows security measures in using alternate routes and, at all times, is in compliance with local driving laws; 6) serves as messenger in delivering documents and invitations or in carrying out various other important errands within established deadlines; 7) keeps vehicle clean [inside and out, as weather permits] and in serviceable condition; 8) completes daily vehicle log by the end of each work day; 9) performs other duties as assigned.

MINIMUM QUALIFICATIONS/SELECTION CRITERIA:

- Education, Skills and Experience (60%):** Completion of vocational training or apprenticeship recognized as producing journeyman mechanical skills or equivalent experience. Demonstrated experience of at least one year at the journeyman mechanic level. Driving License categories B, C. Minimum three years of accident free professional chauffeur experience. At least 1 year with an international organization is highly desirable. Ability to use communication devices required (cell phone, portable radio transmitter). Knowledge of city and suburb routes as well as main routes within Kazakhstan, and the ability to read road maps are essential.
- Teamwork/Interpersonal and Communication Skills (20%):** Excellent communication and interpersonal skills. Candidate must be highly organized, strongly customer service oriented, and able to work under pressure.
- Language Skills (20%):** Level III English [Good working knowledge] is required to be able to communicate clearly to clients concerning vehicle arrangements, to read instructions, and to write reports.

TO APPLY: The successful applicant must fully meet the minimum qualification requirements. Qualified individuals are requested to submit a cover letter and curriculum vitae addressing each selection criterion detailed above with specific and comprehensive information supporting each item; and names, contact numbers, and addresses of three professional references. Packages should be received at the Executive Office (EXO) USAID/CAR, 41, Kazibek Bi St., Almaty 050010, Kazakhstan; Tel: (7-727) 2507612/17; Fax: (7-727) 2507634; E-mail: almaexo_hr@usaid.gov by COB **Friday, February 6, 2015**. A copy of the Position Description is available in EXO/Personnel (ext. 6353).

USAID/CAR reserves the right to obtain from previous employers relevant information concerning the applicant's past performance and may consider such information in its evaluation. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter, and USAID will delay such reference check pending communication with the applicant.